



SETTI D. WARREN
MAYOR

FIRE STATION 3 AND FIRE HEADQUARTERS PROJECT

REQUEST FOR OWNER PROJECT MANAGEMENT QUALIFICATIONS (RFQ)

1. INTRODUCTION

The City of Newton, Massachusetts, ("City"), acting through the Designer Selection Committee, (DRC), is seeking the services of a qualified Owner Project Manager (OPM) as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFQ, to provide Project Management Services for the design, construction, addition to and /or renovation of Fire Station #3 and Headquarters buildings in Newton, Massachusetts (collectively, the "Project").

The City is requesting the qualifications of an OPM to represent the City during one and perhaps two Project phases. First, the OPM will represent the City for the feasibility study and schematic design phases of the Project. The estimated fee for the feasibility study and schematic design phases shall not exceed \$75,000. Subject to the approval of the Project and further subject to continued funding authorized by the City, the contract between the City and the OPM may be amended to include continued Project Management Services through the Project's design development, construction documents, bid and award, construction administration and final closeout. A potential Project may include a renovation of the existing buildings, a renovation and addition of the existing building, relocation of the existing Headquarters building and/or new construction. The estimated total project costs of an approved potential Project may range from \$12 million to \$15 million. The estimated fee for all latter services shall not exceed \$350,000.

2. BACKGROUND

History, Profile and Organizational Structure

The City of Newton was settled in 1639 and incorporated as a City in 1873. The City is located approximately seven miles from downtown Boston, has a population of approximately 84,000 and occupies a land area of 18.33 square miles. The City is principally suburban-residential in character and consists of 13 distinct villages – Auburndale, Chestnut Hill, Newton Centre, Newton Corner, Newton Highlands, Newton Lower Falls, Newton Upper Falls, Newtonville, Nonantum, Oak Hill, Thompsonville, Waban, and West Newton.

The City is governed under a home-rule charter, which vests executive authority and responsibility in an elected Mayor, who serves a four-year term. Legislative authority is vested in a 24-member Board of Aldermen, of which eight members are elected from the City's eight wards and sixteen are elected at large. Members of the Board of Aldermen are elected every two years.

The Newton Fire Stations

Station 3, built in 1954

A municipal building of the 1950s designed in the Modern style. One of several neighborhood fire stations constructed in the 1950s in Newton and completed at the same time as fire stations #4 and #7. Designed and built by the Carol Construction Company. This building is still an active fire station.

The building is undersized for its Space Needs, specifically both in storage and vehicle garage space.

Headquarters, built in 1928

The building, designed in the Classical Revival style by architects Kendall, Taylor & Company, was constructed in 1928 as the fire alarm headquarters for the City. It still serves as the headquarters for the Newton Fire Department.

A well designed building of high-quality materials with a high degree of integrity, the building meets the criteria for individual listing on the National Register under category C as one of Newton's finest examples of a twentieth century Classical revival style municipal building. The existing facility is very close in size to its Space Needs; however, the large interior staircase creates a layout which, while distinctive, is not efficient.

Originally, a state of the art fire alarm office occupied the rear (east) half of the second floor. Alarms, box circuits and switchboards connected the alarm signal stations throughout the City to the village fire stations; they also communicated with the surrounding cities and towns of Boston, Brookline, Needham, Wellesley, Waltham and Watertown. By 1984 the equipment had become obsolete. It was replaced with solid state equipment that took up far less room; the fire alarm office was reconfigured to allow for much needed staff office space. Fire Headquarters houses the City's backup emergency communications center and emergency operations center, which makes the building an "essential" facility.

3. GENERAL INFORMATION

The City through its Designer Selection Committee is currently seeking expressions of interest from individuals and firms for professional services for the following work funded through the City's Public Buildings Department. Proposals from qualified project managers or project management firms should focus on providing project management services associated with the Project. The fee will be negotiated and will be capped at \$75,000.

The time period within which the Project is to be completed is over the next 24-36 months.

Copies of the Request for Qualifications (RFQ) may be obtained from the City's Purchasing Department during normal business hours on or after **December 13, 2013** from:

Purchasing Department
Newton City Hall
1000 Commonwealth Avenue
Newton, Massachusetts 02459
Email: purchasing@newtonma.gov
Phone # 617.796.1220

All interested parties must submit ten (10) copies of their proposals including disk containing complete information as requested in the Proposal Submission Requirements described herein by **12:00 noon on Wednesday, January 15, 2014**. All proposals shall be for the entire work required to complete the project and the fee shall be negotiated.

1. Applicants may direct written Questions regarding the selection process and/or the Questionnaire no later than 3:00 p.m., **January 07, 2014** to:

City of Newton Purchasing Department
purchasing@newtonma.gov
617-796-1220

2. The City will make best efforts to give written Responses to the Questions to all individuals or firms requesting a copy of this RFQ by an email Addendum no later than **January 09, 2014**.
3. To receive Addenda or Responses to Questions that may be issued, Applicants are requested to register with City of Newton Purchasing Department at above email address.
4. A Project briefing will be held at:

Fire Headquarters, 1164 Centre Street, Newton Centre, MA 02459 on December 18, 2013 at 10:00AM

Attendance at the briefing is not mandatory.

5. This Project is multifaceted and has three distinct Phases:
 - Phase 1: Additional Architectural Programming; and Site Analysis to include the two neighboring properties for Fire Station #3, 31 Willow Street, Newton Centre, MA 02459; and Fire Headquarters, 1164 Centre Street, Newton Centre, MA 02459.
 - Phase 2: Schematic Design of Fire Station # 3 and Fire Headquarters
 - Phase 3: Final Architectural, asbestos abatement, structural, mechanical and electrical engineering services for alterations, renovations, relocation and/or new construction to either Fire Station #3 and the Headquarters facilities. The range of services shall include but not be limited to support the City and Designer in the preparation of schematic design, design development, and construction drawings and documents, bidding and construction supervision.

4. PROJECT DESCRIPTION

The City has embarked on a building program to update the Fire Station #3 and Headquarters Facilities. This program involves three elements:

- Construction of a New Fire Station or renovation of the existing facility
- Construction of a New Fire Headquarters or relocation/renovation of the existing facility
- Construction of a new combination Fire/City IT data center

To accomplish this, the selected OPM will be working in partnership with various City and Fire Department committees and sub-committees. These will include at a minimum:

- Designer (and Consultant) Selection Committee (DSC) - Standing Committee appointed by the Board of Aldermen (BOA), School Committee (SC) and the Mayor – Also involved in selection of the OPM.
- Design Review Committee (DRC) – Standing Committee appointed by BOA, SC and Mayor established to coordinate the design review process for any City facility.
- Planning and Development Department, Development Review Team (DRT) - Prior to construction of any municipal building, the Director of Planning reviews projects for consistency and compatibility with the *Newton Comprehensive Plan* and other applicable planning and analytical studies.
- Public Facilities Committee of the Board of Aldermen – For required local reviews, including Site Plan Approval pursuant to sec. 5-58 of the Revised Ordinances of the City.
- Programs and Services Committee of the Board of Aldermen – For required local reviews.
- Finance Committee of the Board of Aldermen – For required local reviews.
- Public Buildings Department (PBD) – Commissioner is responsible for the construction, alteration, repair and maintenance of all public buildings. PBD will provide direction to the OPM. The Public Buildings Commissioner also serves as the Secretary of the DSC and DRC.
- Public Meetings and other City Committees – As may be required for local reviews.
- Other committees and working groups including the Committee on Disabilities, Conservation Commission, IT Department, Department of Public Works, Historical Commission, etc. – As may be required for local reviews.

The OPM will assist the City in identifying other approvals required by the Commonwealth of Massachusetts and coordinate submittal materials with the Designer for such approvals. Such approvals may include but are not limited to:

- Massachusetts Environmental Protection Agency (MEPA)
- Massachusetts Water Resources Authority (MWRA)

The OPM will provide all necessary services in order for the City of Newton to comply with the provisions of General Laws Chapter 149, Section 44A ½ as set forth in Section 13 of Chapter 193 of the Acts of 2004 which reads as follows (emphasis added):

(a) A public agency, before entering into a contract for design services pursuant to section 38D or section 38K of chapter 7, shall contract for the services of an City's project manager to serve as the public agency's agent and consultant during the planning, design and implementation of a contract for the construction, reconstruction, installation, demolition, maintenance or repair of any building by the public agency estimated to cost not less than \$1,500,000. The duties of the City's project manager shall include, but need not be limited to, providing advice and consultation with respect to design, value engineering, scope of the work, cost estimating, general contractor and subcontractor prequalification, pursuant to section 44D 1/2 or 44D 3/4 when applicable, scheduling, construction and the selection, negotiation with and oversight of a designer and a general contractor for the project, ensuring the preparation of time schedules which shall serve as control standards for monitoring performance of the building project, and assisting in project evaluation including, but not limited to, written evaluations of the performance of the design professional, contractors, and subcontractors. For the purposes of this subsection, the term "City's project manager" shall mean an individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity

engaged in the practice of providing project management services for the construction and supervision of construction of buildings. The City's project manager shall be a person who is registered by the commonwealth as an architect or professional engineer and who has at least 5 years' experience in the construction and supervision of construction of buildings or a person, if not registered as an architect or professional engineer, who has at least 7 years' experience in the construction and supervision of construction of buildings. The City's project manager shall be independent of the designer, general contractor or any sub-contractor involved in the building project.

(b) Notwithstanding subsection (a), a public agency may assign an existing employee to serve as the City's project manager, if that employee meets or exceeds the minimum qualifications as outlined in subsection (a) and has experience in the construction and supervision of construction of buildings of similar size and scope of complexity as the project to which he is assigned.

(c) The public agency shall use a qualifications based selection process to procure the services of an owner's project manager.

The OPM shall ensure that the renovated or new facilities take into account all of the Newton Fire Department's current and future space requirements, all applicable codes, rules and regulations, including but not limited to, the latest Massachusetts State Building Code, including the recently adopted "Stretch" Energy Code, the rules and regulations of the Architectural Access Board, the Americans with Disabilities Act, as applicable, and the City's goal to reduce the Energy use index by **20% by 2020**.

This RFQ is for one of a series of projects to be issued by the City. Potential firms are encouraged to submit their Qualifications for any or all of the projects. Selection of a firm for one of these projects does not preclude the firm from being considered and selected for another of the upcoming projects.

Other materials

Needs and building conditions assessments and other background documents shall be available for informational purposes and include:

- City of Newton Capital Improvements Program
<http://www.newtonma.gov/gov/executive/cip/default.asp>.
- City of Newton City Historic Building Survey by BCA, dated September 2011
<http://www.newtonma.gov/gov/building/>
- Original Construction Drawings (electronic Scans).

Note: For documents not available on the web site, please contact Newton Public Buildings Department to set up a time to review the information at 52 Elliot Street, Newton.

An informational briefing session and facility tour will commence at the Fire Headquarters, 1164 Centre Street, Newton Centre, MA 02459 on December 18, 2013 at 10:00AM. Attendance at the informational briefing session is not mandatory.

Project Objectives include:

- Reviewing and assessing the existing documentation and conditions of the two properties.
- Reviewing and assessing the alternative conceptual designs developed by previous Design Teams, and their constructability, and developing cost estimates for each of the new design solutions;
- Identifying community, traffic, neighbor concerns that may impact study options;

- Providing a detailed comprehensive Project Schedule that incorporates the City's approval process, to achieve specified start and completion milestones. The Project Schedule anticipates a construction start in 2016 and completion in time for occupancy in mid-2017.
- Help investigate the most appropriate design option and phasing plan;
- Ensuring that the Fire Department's mission is fully understood, updated as necessary, and incorporated into the process;
- Support a design that is of high quality, efficient, cost effective, and conforms to Newton Energy Initiative program and the Massachusetts High Performance Building Guidelines and LEED for Municipal Buildings at a minimum, and complies with all applicable regulatory requirements including the Massachusetts Stretch Code which has been adopted by the City.
- Developing and evaluating creative energy efficiency solutions over and above the stretch code and innovative alternative sustainable design solutions, including but not limited to active/passive solar, geothermal, etc., and identifying alternate funding sources, first costs and paybacks.
- Provisioning of EQuest or similar energy modeling services.
- Developing accurate and complete cost estimates, including life cycle cost analysis of operating the School as it relates to future operational budgets.
- Determining appropriateness of a CM-at-Risk or Chapter 149 construction delivery method for the Project.
- Permitting and Approvals Assistance - assist the Designer and coordinate with the City in identifying other approvals required by any governing agency and coordinating submittal materials for such approvals.
- Information Management – assistance in communicating Project details with the public; and development and maintenance of a Project Web Site.
- LEED AP Services – assist the Designer and coordinate with the City as required for submittals, documentation and LEED On-Line for certification of the Project.
- Structural Peer Review – coordinate the structural peer review in accordance with the requirements of the Massachusetts State Building Code.
- Construction Phase Testing – coordinate materials testing in accordance with the requirements of the Massachusetts State Building Code; and other materials and systems tests as may be identified or required by the City.
- Assist the City and Designer with procuring the services of a Hazardous Materials Consultant, Traffic Engineer, Geotechnical Engineering, Commissioning Agent, Surveyor and any other consultant or consulting services as may be required for this Project.
- Act on behalf of the City in all matters of program and Project management, designer selection, design review, construction manager or contractor procurement, construction phase and Project closeout services.

If the City decides to proceed with the Project beyond the initial, or Schematic Design Phase, has selected the project delivery method (Design/Bid/Build or CM-at-Risk), and has invited the OPM to continue through Project completion, the Contract between the City and the OPM will be amended accordingly. The total maximum duration of such Contract is estimated as follows. The City's target date is construction completion and occupancy is July 2017.

Feasibility Study/Schematic Design Phase/Site Plan Approval:	8 months
Design Development/Construction Documents/Bidding Phase:	8 months
Construction Phase:	15-18 months

The anticipated initial Contract period will be from February 3, 2014 through the completion of the Feasibility Study/Schematic Design and Site Plan approval Phases. The City reserves the right to terminate the services provided by the selected firm/individual at the end of this phase and re-solicit OPM services or to continue with the selected respondent beyond this phase in accordance with the Contract for Project Management Services at Attachment B below.

5. MINIMUM REQUIREMENTS AND EVALUATION CRITERIA

Minimum Requirements:

In order to be eligible for selection, each Respondent must certify in its cover letter that it meets the following minimum requirements. Any Response that fails to include such certification in its response, demonstrating that these criteria have been met, will be rejected without further consideration.

Each Respondent must designate an individual who will serve as the Project Director. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer Program as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least 5 years of experience in the construction and supervision of construction and design of public buildings. Or, if not registered as an architect or professional engineer, the Project Director must be a person who has at least 10 years of experience in the construction and supervision of construction and design of public buildings.

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly those involving the construction and renovation of historical Fire Stations in New England. The City will evaluate Responses based on criteria that shall include, but not be limited to, the following:

A. Relevant Experience

1. Past performance of the Respondent, if any, with regard to public, private, DOE-funded projects across New England, as evidenced by:
 - a. Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions;
 - b. Describe management philosophy of working relationships with designers, contractors, City, and local officials.

B. Knowledge of Codes, Procurement and Sustainability

1. Provide examples of and demonstrate the Respondents past performance and thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes, regulations, and approvals related to

successful completion of the project including Massachusetts Department of Environmental Protection approvals process.

2. Provide examples of and demonstrate the Respondent's past performance and thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws.
3. Thorough knowledge and experience with CM-at-Risk or Chapter 149 Procurement methodology.
4. Familiarity with Massachusetts High Performance Building Guidelines and USGBC LEED for Municipal Buildings. Demonstrated experience working on high performance green buildings (for example; evaluating creative energy efficiency solutions and innovative alternative sustainable design solutions, including but not limited to active/passive solar, geothermal, etc., and identifying alternate funding sources, first costs and paybacks), green building rating system used life cycle cost analysis and recommendations to City about building materials, finishes etc., ability to assist in grant applications for funding and track City documentation for chosen Energy Program prerequisites.
5. Thorough knowledge and demonstrated experience with life cycle cost analysis cost estimating and value engineering with examples of recommendations on other projects and associated achieved benefits to City.
6. Knowledge of the purpose and practices of the services of Building Commissioning Consultants.
7. Knowledge if utility incentive programs for new construction.

C Project Understanding and Approach

1. Management approach: Describe the Respondent's approach to providing the level and nature of services required for the project as described herein including staffing level; project management systems; information management; and examples of problem solving approaches to resolving issues that impact time and cost.
2. Explain the roles of your key project team members throughout the project phases, their prior experience working together and their experience on similar recent projects. Discuss how your staff will collaborate with the City, the Designer's Project Manager, and the Construction Manager.
3. Discuss your initial assessment of the Fire Station # 3 and Fire Headquarters project, design/site issues and challenges, including site and program analysis.
4. Explain how the environmental sustainability principals and goals adopted by the City of Newton will influence this project. .
5. Review your experience working with the CM at Risk (Chapter 149A) and Chapter 149 delivery methods on similar public projects, and review the relative merits of both.

D. Project Team / Commitments / Availability

1. Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully

completed or in process that are similar in type, size, dollar value and complexity to the project being considered.

E. Firm Qualifications / Capacity

1. Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, energy efficiency and sustainability, constructability review, quality control and safety). Identify any services to be provided by Sub-consultants.
2. Provide references as set forth in Attachment C, and from City's, Designers and Contractors who have all collaborated together with the Respondent on projects of similar size and complexity.
3. Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$5 million.
4. Financial Stability: Provide two years of financial statements including current balance sheet, income statement, and a Certificate of Insurance that certifies the Respondent can meet the insurance requirements set forth in the Contract for Project Management Services, Attachment B.
5. Quality of work and level of performance. The City will seek evidence of practicality, creativity, attention to detail and follow through, as well as professional competence.
6. Ability to schedule, undertake and complete responsibilities in a timely manner.

In order to establish a short-list of Respondents to be interviewed, the City will base its initial ranking of Respondents on the above Evaluation Criteria. The City will establish this final ranking of the short-listed Respondents after conducting interviews and reference checks.

Based upon the responses to the above Evaluation Criteria, the City will rank the Respondents in each of the above categories, and will weigh them as follows:

A. Relevant Experience:	20%
B. Knowledge of Codes, Procurement and Sustainability:	15%
C. Project Understanding and Approach:	30%
D. Project Team Commitments/Availability:	20%
E. <u>Firm Qualifications/Capacity:</u>	15%
Total:	100%

The City may or may not, within its sole discretion, seek additional information from Respondents.

This RFQ, any addenda issued by the City, and the selected Respondent's response will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the Sub-consultants identified in the response shall take place without the prior written approval of the City.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the City in the form that is attached hereto as Attachment B and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the City, the selected Respondent will be required to submit to the City a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the City and the selected Respondent to the satisfaction of the City, within its sole discretion. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design

Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

6. SELECTION PROCESS AND SELECTION SCHEDULE

Process:

1. The City of Newton (City) acting through the Designer Selection Committee (DSC) will perform a review of all responses as follows:
 - a. The City has appointed the DSC, in accordance with Chapter 5, Article III of the City's Ordinance, for the selection of the City's Project Manager.
 - b. The DSC will be responsible for reviewing each Respondent's proposal to determine if they have met the minimum criteria established in the RFQ. Respondents who do not meet the minimum criteria will not be further considered.
 - c. The DSC will review the Respondents' applications and check references.
2. The DSC members will score each proposal that has met the minimum criteria based on the weighted evaluation criteria identified in Section 4 of the RFQ.
3. Based on the initial scores the DSC will rank the Respondents and short-list a minimum of three (3) Respondents.
4. The DSC will schedule interviews with the short-listed Respondents. Each short-listed Respondent will be given an opportunity to make a brief presentation on their experience and capabilities to successfully provide the required project management services. DSC members will have an opportunity to discuss the responses and ask questions.
5. Following the interviews the DSC members will develop final rankings based, in part on, the weighted Evaluation Criteria in the RFQ and on additional information obtained during the interviews.
6. In accordance with the City's Designer Selection Procedures, the DSC will transmit a list of ranked finalists to the Mayor. The submitted list shall be accompanied by a written explanation.
7. As more fully described in Attachment E, City of Newton Designer Selection Committee Designer Selection Procedures, the City will commence fee negotiations with the first-ranked Respondent.
8. If the City is unable to negotiate a contract with the first-ranked selection, the City will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the City. If fee negotiations fail the Mayor may request three (3) additional recommendations from which he may select, or the City may re-advertise the RFQ.
9. The City may re-advertise the RFQ if fewer than three responses are received.

Schedule:

The following is a tentative schedule of the selection process, subject to change at the City's discretion.

<u>December 8, 2013</u>	Advertise RFQ in the Boston Globe.
<u>December 11, 2013</u>	Advertise RFQ in the Central Register of the Commonwealth of Massachusetts
<u>December 13, 2013</u>	Request For Qualifications issued
<u>December 18, 2013</u>	Non-mandatory informational meeting and facility tour
<u>January 07, 2014</u>	Last day for questions from Respondents
<u>January 09, 2014</u>	Responses to the Questions sent to Respondents

<u>January 15, 2014</u>	Responses due
<u>January 22, 2014</u>	Respondents short-listed
<u>January 29, 2014</u>	Interview short-listed Respondents
<u>January 30, 2014</u>	Start negotiation with selected Respondent
<u>February 2014</u>	Execute contract

Requests for Qualifications may be obtained on or after **December 13, 2013** from:

Purchasing Department
Newton City Hall
1000 Commonwealth Avenue
Newton, Massachusetts 02459
Email: purchasing@newtonma.gov
Phone # 617.796.1220

Any questions concerning this RFQ must be submitted in writing to the Purchasing Department, as indicated above, by the close of business on **January 07, 2014**.

Sealed Responses to the RFQ for City's Project Manager Services must be clearly labeled "City's Project Management Services for Fire Station #3 and Headquarters" and delivered to Mr. Reed at the address above no later than **12:00 PM on Wednesday, January 15, 2014**. The sealed responses must include ten (10) hard copies and a CD of the response.

Responses are to be delivered in person or by certified/express mail. Responses submitted by fax or electronic mail will not be considered.

The City assumes no responsibility or liability for late delivery or receipt of Responses. All Responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

7. REQUIREMENTS FOR CONTENT OF RESPONSE

Submit ten (10) hard copies of the response to this RFQ and one electronic version in PDF format on CD. All responses shall be:

- In ink or typewritten;
- Presented in an organized and clear manner;
- Must include the required forms in Attachment C;
- Must include all required certifications;
- Must include the following information:
 1. Cover letter shall be a maximum of two pages in length and include:
 - a. An acknowledgement of any addendum issued to the RFQ.
 - b. An acknowledgement that the Respondent has read the RFQ. Respondent shall note any exceptions to the RFQ in its cover letter.

- c. An acknowledgement that the Respondent has read the Standard Contract and Standard Amendments. Respondent shall note any exceptions to the Standard Contract and/or Standard Amendments in its cover letter.
 - d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this RFQ to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment C), as well as the date of the MCPPO certification. (A copy of the MCPPO certification should be attached to the cover letter).
 - e. A description of the Respondent's organization and its history.
 - f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFQ, on behalf of the Respondent.
 - g. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
2. Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section including submittal of additional information as needed. The total length of the Response (including Attachment C only but excluding Attachments A, B and D) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of "12 pt" for all text.

Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. Limit this additional information to a maximum of three (3) - 8½"x 11" pages, double-sided.

Certifications:

Respondents will be required to submit certifications required in C.L.C. 7 §38H(e) (i) through (iv).

8. PAYMENT SCHEDULE AND FEE EXPLANATION

The City will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased City's Project Manager fee.

9. OTHER PROVISIONS

A. Public Record

All responses and information submitted in response to this RFQ are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

B. Waiver/Cure of Minor Informalities, Errors and Omissions

The City reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFQ in any manner necessary to serve the best interest of the City and its beneficiaries.

C. Communications with the City

The City's Purchasing Department:

Purchasing Department
Newton City Hall
1000 Commonwealth Avenue
Newton, Massachusetts 02459
Phone # 617.796.1220
Email: purchasing@newtonma.gov
Fax # 617.796.1227

Respondents that intend to submit a response are prohibited from contacting any of the City's staff other than the City Purchasing Department. An exception to this rule applies to Respondents that currently do business with the City, but any contact made with persons other than the Purchasing Department must be limited to that business, and must not relate to this RFQ. In addition, such respondents shall not discuss this RFQ with any of the City's consultants, legal counsel or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

D. Costs

The City is not liable for any costs incurred by any Respondent in preparing a response to this RFQ or for any other costs incurred prior to entering into a Contract with an OPM.

E. Withdrawn/Irrevocability of Responses

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

F. Rejection of Responses, Modification of RFQ

The City reserves the right to reject any and all responses if the City determines, within its own discretion, that it is in the City's best interests to do so. This RFQ does not commit the City to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The City also reserves the right to cancel or modify this RFQ in part or in its entirety, or to change the RFQ guidelines. A Respondent may not alter the RFQ or its components.

G. Subcontracting and Joint Ventures

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

H. Validity of Response

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

FURTHER INFORMATION

ATTACHMENTS:	PAGE:
Attachment A: Base Contract for City's Project Management Services; Base OPM Contract Amendment for Design/Bid/Build; Base OPM Contract Amendment for CM-at-Risk	I
Attachment B: OPM Application Form - May 2008	II
Attachment C: Required Certifications	III
Attachment D Certificate of Authority – Business Corporations	IV
Attachment E Satisfaction of State Tax Requirements – Attest Form	V
Attachment F: City of Newton Designer Selection Committee Designer Selection Procedures	VI
Attachment G: City of Newton Ordinances Design Review Committee Ordinance & Sec. 5-58	VII